



Joseph V. Doria, Jr.
Chairman

Marge Della Vecchia
Executive Director

NOTICE OF VACANCY

THE EXECUTIVE DIRECTOR OF THE NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY INVITES APPLICATIONS FROM QUALIFIED CANDIDATES FOR THE FOLLOWING:

ISSUE DATE: 5/16/08

JOB TITLE: Senior Network Administrator

RANGE: 13 **DIVISION:** Information Technology

FL STATUS: Exempt ☒ Non-Exempt ☐

UNION STATUS: Professional Unit ☐ Administrative Unit ☐ Non-Union ☒

EMPLOYMENT STATUS: Full Time ☒ Part Time ☐ Temporary ☐

JOB DESCRIPTION:

Supervise and perform work which includes the development, implementation and maintenance of the local area network (LAN) and Internet access and connectivity, network hardware and services, network security, the e-mail system, and disaster recovery; plan, purchase and implement hardware and software on a timely basis using a project approach; assess and plan Data Center equipment configurations and recommend changes as needed; troubleshoot and resolve network problems, conduct analyses and develop plans to ensure sufficient capacity for service delivery; lead and coordinate upgrades as required; supervise Network Administrators; lead the set-up and maintenance of hardware and software environments for Internet systems; track and troubleshoot network related issues logged through the Help Desk; provide network remote access, Internet/intranet and related support for HMFA employees; oversee vendor and consultant activities; ensure that plans and statements of work are well defined and monitor deliverables; and perform related duties as required. Ability to work beyond regular working hours, including weekends, as needed is required.

MINIMUM REQUIREMENTS

EDUCATION/EXPERIENCE: Four (4) year college degree in Management Information Science or related field; six (6) years of Network experience, three (3) of which in a supervisory capacity; or an equivalent combination of both education and experience which meets the required knowledge, skills and abilities. Certifications in Microsoft/Cisco networking or security, ITIL, project management, or related areas, a plus.

SKILLS: Extensive knowledge of Windows 2003 Server and Active Directory; extensive knowledge of configuration and installation methods of bridges, routers, switches, firewalls and servers; knowledge and skills in Cisco networking and Citrix remote access; knowledge of Linux; knowledge of network configurations and setup of MAC equipment; Skilled in Internet and intranet practices, tools, security, controls, etc., and in web server management and Microsoft IIS for web services; ability to supervise the work performance of others; ability to interpret information and make appropriate recommendations; ability to communicate effectively orally and in writing, and to listen actively.

BENEFITS

HMFA provides a comprehensive benefit program which includes the following: health, dental and prescription drug plans; vision care; deferred compensation plans; pension plan; personal, sick and vacation days; tuition reimbursement and thirteen (13) paid holidays.

IF YOU ARE INTERESTED IN THE POSITION, PLEASE SUBMIT, FAX OR MAIL YOUR RESUME ALONG WITH A COVER LETTER TO HUMAN RESOURCES: P.O. BOX 18550, TRENTON, N.J. 08650-2085; FAX (609) 278-8858 E-MAIL: hrjobs@njhmf.state.nj.us
THE NJHMFA IS AN EQUAL OPPORTUNITY EMPLOYER IN COMPLIANCE WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS.